

Pool/Spa Permit Requirements Information Sheet

To make the permit process easier, please consult the list below when submitting pool/spa permit applications. Review of plans by an environmental health specialist and an engineer takes approximately 10 business days.

Required permits

Pool, plumbing (if a gas heater is installed) and electrical are required. Building permits are required for decks attached to a structure or those more than 30 inches above grade. HVAC permits are required for indoor pools. No work is to start prior to issuance of all permits. Contractors will be charged a penalty fee if work begins without proper permits.

Residential pool/spa

Three sets of plans to include the following:

- 1) Survey showing:
 - Proper setbacks – outside edge of pool/spa must be staked out prior to submitting plans for approval.
 - Easements.
 - Pool/spa placement.
 - Equipment placement (filter, pump, heater, etc).
 - Fence location.
 - Deck location.
 - Concrete pool decking location and dimensions must be continuous deck attached to pool.
 - Impervious surface coverage of lot. See below for requirements and definition.
 - Location of overhead electrical wires (e.g. telephone, electrical, cable, etc.) on property.
- 2) Catalog specification sheets (NSF-approval required)
 - Anti-vortex main drain.
 - Skimmer wells.
 - Pump.
 - Filter.
 - Lights-UL approved.
 - Heater.
 - Diving board/slide.
 - Spa/whirlpool.
 - Any other applicable equipment.
- 3) Calculate turnover rate

Note: Ideal turnover rate is six hours or less for pools; 30 minutes or less for spas.
- 4) Pool/spa permit application
- 5) Fence plan (What type of fence, material, height, gate location, dimensions, etc.)

6) Deck plan (If connected to a swimming pool or if a spa is placed on a deck.)

7) Footing plan for pool per manufacturer's specifications: A-brace beams (Provide concrete depth requirement surrounding braces, must be a continuous base of concrete. Braces must be staked in.)

8) Retaining walls: (If greater than four feet in height, it must be designed by a professional engineer.)

Commercial pool/spa

Three sets of plans to include the following:

Items 1 - 8 of Residential pool/spa above.

9) Stamped engineering plans from a professional engineer.

10) MDH stamp approval.

11) Soil boring analysis to a depth of at least 25 feet.

Required inspections (residential and commercial)

Pool: Setback, footing, air test (15 p.s.i. for 5 min. for relevant underground plumbing), and final. ***Pool Contractor must call to set up footing, air test and final inspections.***

Spa: Setback, final.

Deck: Footing, framing, final.

Plumbing and electrical: Rough-in and final (bonding and grounding of all metals is required.)

HVAC: Rough-in and final (indoor pools only.)

Impervious surface requirements

No more than 35 percent of the total lot can be covered with impervious surface. **All contractors are required to calculate what the impervious surface of the lot will be after the pool, concrete decking, additional landscaping, concrete pad, etc. are added.** Square footage of lots may be obtained from surveys located in the Building and Inspection Division. Impervious surfaces include building footprints, driveways, sidewalks, decks, tennis courts, gazebos, patios, sheds, plastic landscaping material, pool, or any other material which prevents the absorption of storm water into the soil. [Section 19.03, 19.27(e)]

Fencing

Pool excavation must be protected during construction with approved fencing. Temporary approved fencing must be in place and secured at all times until approved permanent fencing is in place and pool use begins. Silt fence is required during construction.

Below ground pool/spa

Fence/gate height: minimum four feet; six foot maximum. Must have self-closing, self-latching gate with latch at four foot height. Fence must be of an unclimbable design. Chainlink, if used, must be a minimum of 11-gauge woven wire mesh with 2-3/8 inch maximum opening in weave and must be of an unclimbable design.

Openings from ground to bottom of fence are not to exceed two inches and openings between boards are not to exceed four inches.

Above ground pool/spa:

1. Pool/spa greater than or equal to 48 inches deep

Access area where ladder attaches and/or access area to the spa must be properly fenced with self-closing, self-latching gates with the latch located at four foot height. Pool equipment may need to be fenced if placed adjacent to pool. Fence/gate height: minimum four feet; six foot maximum. Fence must be of an unclimbable design.

2. Pool/spa less than 48 inches deep

Entire perimeter must be fenced. Fence/gate height: minimum four feet; six foot maximum. Fence must be of an unclimbable design and must have self-closing, self-latching gates with the latch at four foot height. No openings greater than four inches between boards and no openings greater than two inches below fence.

3. Temporary inflatable pool

greater than 75 square feet in area or over 24 inches in depth are considered above ground pools and must be treated as such. Therefore, the perimeter of the pool must be fenced according to Code. *See requirements above.*

4. Commercial (public) pool

Fencing must be a minimum five feet in height with a four foot non-climbable section located in the design. Self-closing, self-latching gates must be capable of being locked with the latch located four feet above the ground. No openings can be greater than four inches between the boards and no opening greater than two inches below the fence. Chainlink, if used, must not exceed 1-1/2 inch mesh.

Concrete pool deck width

Three foot minimum on private pool: 1/4 to 3/8 inch per lineal foot slope away from pool.

Five foot minimum on public pool: 1/4 to 3/8 inch per lineal foot slope away from pool.

Setback requirements

- Pool must be located at least **10 feet** from water's edge to house foundation or another structure with frost footings. This does not pertain to spas.
- Where side or rear yards abut a public street, the required setback to the pool/spa and any appurtenant equipment shall be no less than the required setback for the principal structure in the zoning district.
- In side and rear yards not abutting a public street, setbacks of not less than **18 feet** to the water's edge of the pool/spa shall be maintained.
- Overhead electrical lines must be located at least **10 feet** horizontally from water's edge of the pool/spa.
- Appurtenant pool equipment (filter, pump, heater, etc.) must be located at least **15 feet** from the side and rear property lines.
- No pools/spas are allowed in the front yard.
- No encroachments into public easements of record are allowed.

Miscellaneous

- A backflow prevention device (e.g. Watts 8A hosebib) must be provided on the water faucet used for filling the pool/spa.
- No pump, filter, or equipment shall exceed 50 decibels at the property line of the pool owner.
- A ground fault circuit interrupter is required for all underground pool lights, above ground plug-in motor and spa connections. The spa electrical connection must be a minimum of five feet away from the spa.
- A ground fault receptacle is required between 10 and 20 feet from all pools.
- Grounding of all metals is required.
- Provide an anti-vortex main drain for pools.
- Equipment must bear the NSF-approved seal.
- Backflow discharge from the pool filter must remain on the owner's property.
- Spas must be placed on a concrete pad with a minimum thickness of four inches or on an *approved* deck. *See Building Inspector.*
- Tempered glass is required when the pool/spa is located within five feet of glass and the glass is 60 inches or less in height from the ground.
- Pool plans cannot be altered or changed in any way unless approved by the inspector.

Questions?

Call 952-563-8934 8 to 9 a.m. and 4 to 4:30 p.m.